



Checklist for Equivalency
(Re: NFPA 1021, Chapter 3, 1992 edition)
(Ill. Admin. Code, Sect. 140.18)

MANAGEMENT IV

ORIENTATION

- _____ 5-11.1. Identify the requirements for Fire Officer Certification as prescribed by the Office of the State Fire Marshal, Division of Personnel Standards and Education.
- _____ 5-11.2. Identify current national trends and developments related to fire service organization, financing, and member relations. (4-4.1)
- _____ 5-11.3. Identify the law-making process at the federal, state/provincial, and local levels. (3-7.2)

PERSONNEL MANAGEMENT

- _____ 5-12.1. Given a personnel situation, identify the type(s) of corrective action(s) required.
- _____ 5-12.2. Identify how each type of corrective action identified in 5-12.1 is used as a tool of supervision.
- _____ 5-12.3. Given a records or forms used in evaluating personnel, a summary of the methods of evaluation, and a summary of the common errors in evaluating: (3-2.4)
 - _____ a) Identify the objectives of an employee evaluation program
 - _____ b) Identify how the common errors in evaluating can be avoided
 - _____ c) Identify the procedures for conducting an evaluation program
 - _____ d) Identify how to plan an evaluation conference
 - _____ e) Identify how to conduct an evaluation conference
- _____ 5-12.4. Identify supervisory practices.
- _____ 5-12.5. Evaluate the effectiveness of supervision at various levels.
- _____ 5-12.6. Interpret an evaluation for correcting deficiencies.
- _____ 5-12.7. Identify components of an equal opportunity employment program. (4-5.1)
- _____ 5-12.8. Identify methods for selecting, hiring, and promoting personnel, given applicable codes, ordinances, and rulings. (4-5.2)
- _____ 5-12.9. Identify the procedure used to objectively evaluate and counsel personnel to encourage their career development to full capacity. (4-2.3)
- _____ **5-12.10. Given the personnel rules of the department, evaluate the rules and prepare specific recommendations for changes, if indicated.**

HEALTH AND SAFETY

- _____ **5-13.1.** **Develop, plan, initiate, administer, and evaluate safety programs, given safety records and reports and a summary of federal, state/provincial, and local codes and ordinances regulating safety practices. (4-13.1)**
- _____ 5-13.2. Identify the cost of injuries and the cost of insurance programs to provide protection for injured employees.
- _____ **5-13.3.** **Develop an accident prevention program applicable to the officer's duty assignment, given specific hazards. (4-13.2)**
- _____ 5-13.4. Identify appropriate prevention measures, given accident and injury reports. (4-13.3)
- _____ **5-13.5.** **Prepare a plan for the implementation of department safety regulations at the company level, given a department safety policy. Include completion of appropriate reports, in-service training, member responsibilities/motivation, and enforcement. (2-13.2)**

LABOR RELATIONS

- _____ 5-14.1. Identify the major components of a labor relations agreement as identified in the ILL etc.
- _____ 5-14.2. Identify two methods other than labor agreements for documenting labor relations concerns.
- _____ 5-14.3. Identify the procedures for each of the following administrative actions, given the policies and procedures and appropriate forms used by the authority having jurisdiction: (2-2.5)
 - _____ a) Disciplinary actions
 - _____ b) Discharge of a member
 - _____ c) Transfers
 - _____ d) Promotions
 - _____ e) Compensation/member benefits
 - _____ f) Sick leave
 - _____ g) Vacation
 - _____ h) Requests for pay or benefits while acting in temporary positions
 - _____ i) Change in member benefits
 - _____ j) Commendations
 - _____ k) Grievances
- _____ **5-14.4.** **Given a grievance, write a concise and impartial report indicating who what, where, and how the grievance arose.**
- _____ 5-14.5. Given a labor problem, identify the factual information.
- _____ 5-14.6. Given a labor problem, identify the procedures to resolve the problem.
- _____ 5-14.7. Identify the difference between the rights of management and labor, given the labor relations agreement used by the authority having jurisdiction. (2-2.4)

INFORMATION MANAGEMENT

- _____ 5-15.1. Identify the capabilities and limitations of electronic data processing equipment, given a summary of the goals and objectives of data processing services and systems within the jurisdiction and a summary of the components and operational principles of various types of data processing equipment. (4-9.2)
- _____ 5-15.2. Identify how to direct the development, maintenance, and evaluation of the department record-keeping system to attain completeness and accuracy. (4-9.3)
- _____ 5-15.3. Identify the principles involved in the acquisition, implementation, and retrieval of information by data processing as it applies to the record and budgetary processes. (4-9.4)
- _____ **5-15.4. Given a fire department records system: (4-9.5)**
 - _____ **a) Analyze the records and data**
 - _____ **b) Interpret records and data and determine validity**
 - _____ **c) Evaluate the data and recommend improvements.**